



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY ARMOR CENTER
111 EAST CHAFFEE AVENUE
FORT KNOX, KENTUCKY 40121-5256

REPLY TO
ATTENTION OF:

ATZK-DAS-S

6 May 2009

MEMORANDUM FOR

Commander, 194th Armored Brigade
Commander, 16th Cavalry Regiment
Commandant, Noncommissioned Officers' Academy
Director of Plans, Training, Mobilization, and Security

SUBJECT: Thunderbolt Policy Memo No. 43-9 – USAARMC Instructor Awards Program

1. Reference. Annual Command Training Guidance, FY09.
2. Purpose. This policy memorandum provides requirements and guidelines for the nomination and processing of the US Army Armor Center (USAARMC) Instructor Awards Program (IAP). The purpose of the IAP is to recognize agile and adaptive instructors who produce quality students by awarding Instructor of the Month, Cycle, Quarter, and Year Awards.
3. Instructor Categories. USAARMC provides nomination from four instructor categories: Noncommissioned officer (NCO), warrant officer, commissioned officer, and Department of the Army Civilian (DAC).
4. Instructor Awards Program Overview. This program fosters healthy competition and encourages excellence. The USAARMC program recognizes instructor performance at four levels: Instructor of the Month, Instructor of the Cycle, Instructor of the Quarter, and Instructor of the Year. Commanders/Commandants are encouraged to recognize the achievement of their instructors through the nomination process.
5. Selection Process. Each organization (194th Armored Brigade, 16th Cavalry Regiment, and the Noncommissioned Officers' Academy) must use the TRADOC Instructor of the Year Evaluation Score Sheet at Enclosure 1 and develop an internal selection process; the selection instructions below represent the minimal requirements. The command is responsible for ensuring the selectee meets all instructor and course instructor criteria.
 - a. Instructor of the Month. Presented to military or civilian instructors who do not meet the criteria for Instructor of the Cycle (see paragraph 5b below) but have consistently distinguished themselves during the month (depending on the course) contributing to the success of the organization's mission of training Soldiers.
 - (1) Instructor of the Month is selected based on recommendations by his/her peers. Each command will submit one selection in each category (officer, NCO, and DAC), as applicable (see Enclosure 2). A selectee may not be submitted if he/she was selected the previous month (no back-to-back winners).

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(2) The unit/organization is responsible for preparing certificates for the brigade commander, regimental commander, or commandant's signature and handling the administrative requirements for obtaining the signature.

(3) Certificate(s), awards, and Instructor of the Month badge will be presented during the graduation ceremony or unit/organization formation/assembly.

b. Instructor of the Cycle. This award is presented to military instructors who have consistently distinguished themselves during the cycle by contributing to the success of the organization's mission of training Soldiers.

(1) Instructor of the Cycle is selected based on recommendations by his/her peers and students (see Enclosure 2). Selectees cannot be submitted if they were selected the previous cycle (no back-to-back winners).

(2) The unit/organization is responsible for preparing certificates for the brigade commander, regimental commander, or commandant's signature and handling the administrative requirements for obtaining the signature.

(3) Certificate(s), awards, and Instructor of the Cycle badge will be presented during the cycle graduation ceremony.

c. Instructor of the Quarter. Presented to instructors who have consistently distinguished themselves over an extended period of time contributing to the success of the organization's mission of training Soldiers.

(1) Nominee is selected by the unit chain of command. 194th Armored Brigade, 16th Cavalry Regiment, and the Noncommissioned Officers' Academy will establish an internal selection process per this memorandum. Each command will submit one nominee in each category (officer, NCO, and DAC), as applicable, and ensure nominees meet all instructor and course instructor criteria. The nominee's name is provided to the Staff and Faculty Development Branch.

(2) The unit of command films each candidate conducting regularly scheduled instruction and submits the letter of nomination (see Enclosure 2) and video tape or CD/DVD to the Staff and Faculty Development Branch.

(3) Staff and Faculty Development Branch Chief establishes an Instructor of the Quarter Selection Board. At a minimum, board membership will consist of the Armor School CSM, Staff and Faculty Development Branch Chief, one Quality Assurance Office (QAO) member, and at least one other Staff and Faculty Development Branch member. In the absence of the Armor School CSM and/or QAO member, Staff and Faculty Development Branch Chief and one or two additional Staff and Faculty Development Branch member(s) will conduct the nominee evaluation.

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(4) Staff and Faculty Development Branch selects winners in each category, prepares USAARMC Certificates of Achievement (ATZK-AAG Form 1401, Aug 02) for the commanding general's signature, and handles the administrative requirements for obtaining signatures.

(5) The unit of assignment prepares an Army Achievement Medal (AAM) award recommendation (DA Form 638, Apr 06) for each military instructor. The unit of assignment also prepares (DA Form 1256, Apr 93) recommendation for award of Achievement Medal for Civilian Service for each civilian and forwards it to the Staff and Faculty Development Branch for the commanding general's signature.

(6) Staff and Faculty Development Branch notifies Directorate of Plans, Training, Mobilization, and Security (DPTMS) of the selection for inclusion in the USAARMC semi-annual Post Recognition Ceremony.

(a) DPTMS coordinates the date and time for the recognition ceremony.

(b) Staff and Faculty Development Branch point of contact (POC) ensures the USAARMC Certificates of Achievement, AAMs, and Achievement Medal for Civilian Service are provided to the DPTMS POC.

(c) DPTMS coordinates with supporting civilian vendors for additional individual awards.

d. Instructor of the Year. The USAARMC award is named the Joseph M. Hibbs Instructor of the Year Award. This award is presented to a USAARMC commissioned officer, warrant officer, NCO, and/or DAC instructor who have contributed significantly to the improvement of the USAARMC training mission.

(1) Instructor of the Year Awards Criteria. An individual nominated for Instructor of the Year award must meet the following general criteria:

(a) Served as a certified instructor at or for Fort Knox for at least 6 months before nomination.

(b) Successfully completed the TRADOC-required Instructor Training Course (ITC) and Small Group Instructor Training Course (SGITC) (if applicable).

(c) Received no justifiable negative critiques during the 6 months preceding the nomination from students, peers, or supervisors.

(d) Has no disciplinary actions pending.

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(e) Authored a professional development article(s) or significantly contributed to the development of/or updating of course instructional material, documented by the nominating unit, during the previous 12 months.

(f) Received an Instructor of the Quarter award at least once during the previous 12 months before nomination date.

(g) Passed the Army Physical Fitness Test (military only).

(h) Meets Army weight and height standards (military only).

(2) Instructor of the Year Nomination/Selection Procedures.

(a) Brigade and Regimental Commanders and NCOA Commandant Responsibilities.

1. Verify instructor information, paragraph 5c(1) above.

2. Submit a tape of the nominee instructing one of his/her regularly scheduled classes utilizing the TRADOC Instructor of the Year Evaluation/Score Sheet as utilized/provided by the Staff and Faculty Development Branch (see Enclosure 1).

3. Submit Instructor of the Year awards nominations in the format specified at Enclosure 3.

4. Maintain accurate instructor awards records to verify previous instructor awards and evaluations.

(b) Staff and Faculty Development Branch Responsibilities.

1. Staff and Faculty Development Branch Chief establishes an Instructor of the Year Selection Board. At a minimum, board membership will consist of the Armor School CSM, Staff and Faculty Development Branch Chief, one QAO member, and at least one other Staff and Faculty Development Branch member. In the absence of the Armor School CSM and/or QAO member, Staff and Faculty Development Branch Chief and one or two additional Staff and Faculty Development Branch member(s) will conduct the nominee evaluation.

2. Review nomination packets for the Joseph M. Hibbs Award for completeness upon submission and complete individual ratings based upon the Staff and Faculty Development Branch Instructor of the Year Selection Board of nominee's film.

3. Select winners in each category based upon Staff and Faculty Development Branch Instructor of the Year Selection Board members' evaluations and total scores on the TRADOC Instructor of the Year Evaluation/Score Sheet (see Enclosure 1).

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4. Notify USAARMC leadership of Instructor of the Year selections.
5. Recommend/non-recommend USAARMC Instructor of the Year winners for competition in the TRADOC Instructor of the Year Award.
6. The unit of assignment prepares an Army Commendation Medal (ARCOM) award recommendation (DA FORM 638, APR 2006) for each military instructor. The unit of assignment also prepares (DA FORM 1256, APR 1993) recommendation for award of Commander's Award for Civilian Service for each DAC and forwards it to the Staff and Faculty Development Branch for commanding general's signature.
7. Staff and Faculty Development Branch notifies DPTMS of the selection for inclusion in the USAARMC annual Post Recognition Ceremony.
8. Staff and Faculty Development Branch POC ensures Certificates of Achievement, plaques, ARCOM(s), and Commander's Award for Civilian Service are provided to the DPTMS POC.

(c) DPTMS Responsibilities.

1. Coordinates the USAARMC annual Post Recognition Ceremony.
 2. Ensures Certificates of Achievement, Commanding General coins, plaques, ARCOM(s), and Commander's Award for Civilian Service are available for presentation during the USAARMC annual Post Recognition Ceremony.
 3. Coordinates with supporting civilian vendors for additional individual awards.
6. TRADOC Instructor of the Year Program. The USAARMC Instructor of the Year winners in each category are eligible to compete at TRADOC level in their respective categories. Staff and Faculty Development Branch prepares the USAARMC winners for this competition per Fort Knox Reg 350-1-1, Appendix H, and MOI from HQ TRADOC provided annually.
7. Instructor of the Quarter and Instructor of the Year Unit Selection Boards and Process. The 16th Cavalry Regiment, 194th Armored Brigade, and Noncommissioned Officers' Academy will establish a standing operating procedure (SOP) for the selection process for Instructor of the Quarter nominees. At a minimum, the selection board will have the following positions:
- a. Board Membership.
 - (1) Board President - Represents the senior leader within the brigade, regiment, or academy.
 - (2) Master/Chief/Senior instructor for the unit.

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(3) Three certified instructors representing courses under the command.

b. Selection Process.

(1) All candidates are video taped teaching a scheduled class.

(2) Each member of the board, as a group or individually, reviews each nominee's video and completes a TRADOC Instructor of the Year Evaluation/Score Sheet provided by the Staff and Faculty Development Branch.

(3) Each member will utilize the total scores on the TRADOC Instructor of the Year Evaluation/Score Sheet and group discussion to make his/her selection.

(4) Board President submits the video of the nominee to Staff and Faculty Development Branch along with applicable documentation/certification (see Enclosure 3).

8. Instructions for wear of badges and recognition symbols. (For Instructor badges requirements, see Enclosure 11 to USAARMC Annual Commander's Training Guidance.)

a. Description and wear of the Fort Knox Instructor's Badge:

(1) Description.

(a) Provisional Instructor Badge: A black badge, approximately 1 3/8 inches in diameter, consisting of the background shape of the Armor School logo with a miniature Armor School distinctive unit insignia (DUI) centered (see Figure 1). The badge has three pins in the rear to affix to the uniform. Reference Annual Command Training Guidance, FY09, for definition.

(b) Certified Instructor Badge: A silver badge, approximately 1 3/8 inches in diameter, consisting of the background shape of the Armor School logo with a miniature Armor School DUI centered (see Figure 2). The badge has three pins in the rear to affix to the uniform. Reference Annual Command Training Guidance, FY09, for definition.

(c) Master Instructor Badge: A gold badge, approximately 2 1/2 inches in diameter, consisting of the background shape of the Armor School logo with a full-sized DUI centered (see Figure 3). The badge has three pins in the rear to affix to the uniform. Reference Annual Command Training Guidance, FY09, for definition.

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(2) How worn: All badges will be worn on the left breast pocket. See examples below:

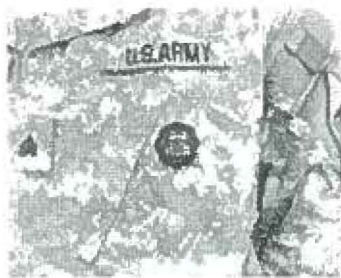


Figure 1



Figure 2



Figure 3

b. Instructors of the Cycle will wear the assigned badge with the Armor School Instructor of the Cycle placard pinned through and affixed to the uniform on the left breast pocket (see Figure 4). This placard will be passed to the next awarded instructor at the end of the cycle.

c. Instructors of the Quarter will wear the assigned badge with the Armor School Instructor of the Quarter placard pinned through and affixed to the uniform on the left breast pocket (see Figure 4). This placard will be passed at the end of the quarter or upon departure from the Armor School.

d. Instructor of the Year will wear the assigned badge with the Armor School Instructor of the Year placard pinned through and affixed to the uniform on the left breast pocket (see Figure 4). This placard will be turned in to the unit at the end of the year or upon departure from the Armor School.



Figure 4

e. With the exception for 63-series instructors who participate in the Ordnance Corps Nonresident Faculty Development Program, no other instructor identification badges are authorized for wear. Instructors in the Ordnance Corps Nonresident Faculty Development Program will wear both badges on the left breast pocket with the Fort Knox Instructor Badge located closest to the zipper (see Figure 3). The Ordnance instructor level badges are not authorized for wear with the Class A/Class B uniform.

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f. Badges are only authorized for local wear and will not be worn for any events outside the Fort Knox area of responsibility. Badges are authorized to be worn on Class As.

9. Reporting.

a. Quarterly units will provide a roster of Provisional, Certified, and Master Instructors utilizing standard name-line information to the Staff and Faculty Development Branch (see Enclosure 4). This data will be entered into Staff and Faculty database and briefed at each unit's Quarterly Training Brief (QTB).

b. Units will identify the number of instructors, by type, during the QTBs.

10. The POC for USAARMC and TRADOC Instructor Awards Programs is Kenneth D. Boyd, Chief, Staff and Faculty Development Branch, 624-3705.

4 Encls
as



DAVID A. TEEPLES
COL, AR
Commanding

TRADOC IOY EVALUATION / SCORE SHEET									
INSTRUCTOR:		CATEGORY:		TIME:	DATE:				
CENTER/SCHOOL:		RANK:		BRANCH:	AR / NGB				
INTRODUCTION		NOTES							
ATTENTION/ GREETING	1 ____								
PURPOSE/MOTIVATOR	4 ____								
TERMINAL LEARNING OBJECTIVE:									
ACTION	1 ____								
CONDITION	1 ____								
STANDARD (MEASURABLE)	1 ____								
SAFETY REQUIREMENTS	1 ____								
RISK ASSESSMENT LEVEL	1 ____								
ENVIRONMENTAL CONSIDERATIONS	1 ____								
EVALUATION	1 ____								
RELATED INSTRUCTION TO PREVIOUS/FUTURE CLASSES	2 ____								
TOTAL (14)	_____								
PRESENTATION									
ENABLING LEARNING OBJECTIVES	1 ____								
MOVEMENT/MANNERISMS	1 ____								
USE OF TRANSITIONS DURING LESSON	2 ____								
LITTLE RELIANCE ON NOTES	2 ____								
FREQUENT INTERACTIONS W/CLASS	5 ____								
PERIODIC CHECKS-ON-LEARNING	3 ____								
QUESTIONING TECHNIQUE/FIELDING	4 ____								
POINT CLARIFICATION/FEEDBACK	4 ____								
EYE CONTACT	2 ____								
ENTHUSIASM/SELF CONFIDENCE	3 ____								
PRONUNCIATION	3 ____								
GRAMMAR, SYNTAX, USAGE	4 ____								
ENGAGEMENT/REINFORCEMENT	3 ____								
"USE" VS "REMEMBER" KNOWLEDGE	5 ____								
SEQUENCE/ORGANIZATION	2 ____								
VARIED ACTIVITIES FOR STUDENTS	4 ____								
STUDENT EQUIPMENT	1 ____								
TRAINING/JOB AIDS USED	4 ____								
CLASSROOM MANAGEMENT	3 ____								
TOTAL (56)	_____								
SUMMARY									
REVIEW/SUMMARY OF LESSON	3 ____								
SUMMARY CHECK-ON-LEARNING	3 ____								
TIME (Not to Exceed 20 Minutes)	2 ____								
VISITOR'S FOLDER SHOWN	2 ____								
TOTAL (10)	_____								
NARRATIVE/FOLDER REVIEW		RATING		SCORING					
EXCELS IN INST. PERFORMANCE?	2 ____	90 – 95 OUTSTANDING 89 – 94 ABOVE AVERAGE 85 – 88 AVERAGE 80 – 84 NEEDS IMPROVEMENT 0 – 79 UNSATISFACTORY		INTRODUCTION	_____				
UPDATED TRAINING MATERIALS	2 ____			+	_____				
TACTICAL/TECHNICAL KNOWLEDGE	3 ____			PRESENTATION	_____				
COMM. SKILL ABILITY	2 ____			+	_____				
WELL WRITTEN INSTRUCTOR NARRATIVE	4 ____			SUMMARY	_____				
MILITARY BEARING/APPEARANCE	2 ____	EXTRA POINTS (1-5) * (*OPTIONAL)		+	_____				
TOTAL (15)	_____			NARRATIVE REVIEW	_____				
OVERALL COMMENTS:									
ADVICE:									
EVALUATOR SIGNATURE:									
		FINAL SCORE =							

HQ TRADOC IOY Form, Jun 08

Encl 1 to memo, HQ USAARMC, ATZK-DAS-S, 6 May 09, subject: Thunderbolt Policy Memo No. 43-9 – USAARMC Instructor Awards Program

Office Symbol

Date

MEMORANDUM THRU

(Chain of Command)

FOR Director, US Army Armor School (ATZK-DAS-S), Fort Knox, KY 40121-5256

SUBJECT: (Monthly/Cycle/Quarterly) Instructor Award Nomination

1. I recommend **(rank, name, and SSN)** be awarded the **(name of the instructor award)** for **(state period)** per Appendix I, Fort Knox Regulation 350-1-1, Training, Planning, and Management.
2. **(Rank and name)** has served with distinction as an instructor and training developer in **(unit)** from **(month/year)** to **(month/year)**.
3. **(Name)** has met all the prerequisites as outlined in Fort Knox Regulation 350-1-1.
 - a. Taught at Fort Knox since _____.
 - b. Successfully completed ITC _____.
 - c. Successfully completed SGITC _____ . **(If applicable - leave out if nominee is not an SGI)**
 - d. Has no disciplinary actions pending.
 - e. Has been recommended by immediate supervisor: **(Rank, name, and phone number)**
4. **(Narrative listing courses and blocks of instruction the nominee is cleared to instruct.)**
5. **(Listing of previous instructor awards, if any.)**

SIGNATURE BLOCK

Encl 2 to memo, HQ USAARMC, ATZK-DAS-S, 6 May 09, subject: Thunderbolt Policy Memo No. 43-9 – USAARMC Instructor Awards Program

Office Symbol

Date

MEMORANDUM THRU

(Chain of Command)

FOR Director, US Army Armor School (ATZK-DAS-S), Fort Knox, KY 40121-5256

SUBJECT: Joseph M. Hibbs USAARMC (FYXX) Instructor of the Year Award Nomination

1. I recommend **(rank, name, and SSN)** be awarded the Joseph M. Hibbs USAARMC Instructor of the Year Award in the **(commissioned officer, warrant officer, noncommissioned officer, or civilian)** category for **(state year: FYXX)** per Appendix I, Fort Knox Regulation 350-1-1, Training, Planning, and Management.

2. **(Rank and name)** has served with distinction as an instructor and training developer in **(unit)** from **(month/year)** to **(month/year)**.

3. **(Name)** has met all the prerequisites as outlined in Fort Knox Regulation 350-1-1.

a. Taught at Fort Knox since _____.

b. Successfully completed ITC _____.

c. Successfully completed SGITC _____. **(If applicable - leave out if nominee is not an SGI)**

d. Has no disciplinary actions pending.

e. Has been recommended by immediate supervisor: **(Rank, name, and phone number)**

f. **(Individual's Name)** has been awarded the Outstanding Instructor Award and/or Distinguished Instructor of the Month, and/or Distinguished Instructor of the Quarter **(Date)**.

g. Passed the Army Physical Fitness Test on **(date)** with a score of _____. **(military only)**

h. Meets Army height and weight standards **(Date)**. **HEIGHT**____/**WEIGHT**____). **(military only)**

4. **(Narrative listing courses and blocks of instruction the nominee is cleared to instruct.)**

5. **(Listing of previous instructor awards, if any.)**

SIGNATURE BLOCK

Encl 3 to memo, HQ USAARMC, ATZK-DAS-S, 6 May 09, subject: Thunderbolt Policy Memo No. 43-9 – USAARMC Instructor Awards Program

Office Symbol

Date

MEMORANDUM THRU

(Chain of Command)

FOR Director, US Army Armor School (ATZK-DAS-S), Fort Knox, KY 40121-5256

SUBJECT: (Provisional/Certified/Master) Instructor Certification Record

1. I recommend **(rank, name, and SSN)** be awarded the **(Name of the Instructor Badge)** per Annual Command Training Guidance (ACTG), FY09.

2. **(Rank and name)** has met all the requirements **(unit)** from **(month/year)** to **(month/year)**.

3. **(Name)** has met all the prerequisites as outlined in the ACTG.

a. Task boarded/evaluated: _____. Date completed _____

b. Task boarded/evaluated: _____. Date completed _____

c. Task boarded/evaluated: _____. Date completed _____

d. Task boarded/evaluated: _____. Date completed _____

e. Task boarded/evaluated: _____. Date completed _____

f. Task boarded/evaluated: _____. Date completed _____

4. Has no disciplinary actions pending.

5. Has been recommended by immediate supervisor: **(Rank, name, and phone number)**

SIGNATURE BLOCK